Pure User Guide: Adding Research Outputs

Researchers are responsible for adding a record of all their research outputs to Pure.

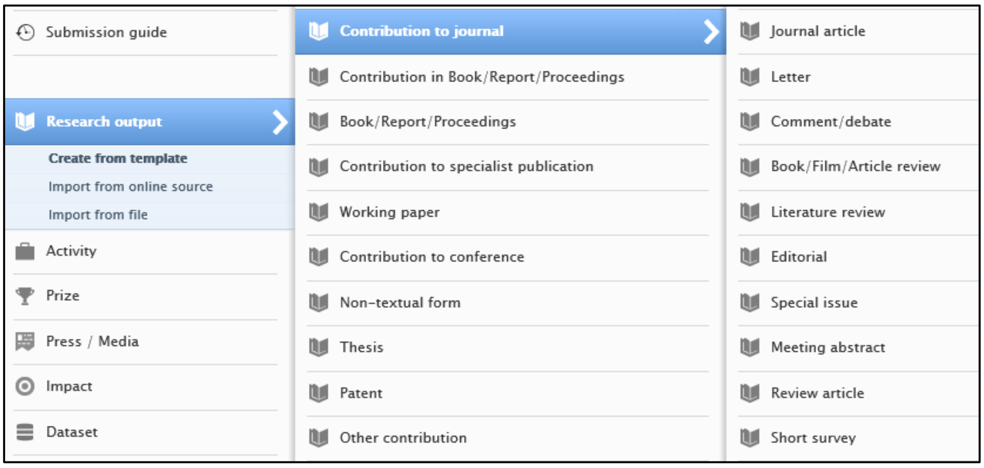
There are three methods to add a research output:

- Using a template
- Importing from an online source
- Importing from a file (BibTeX, RIS or CERIF)

Using a template

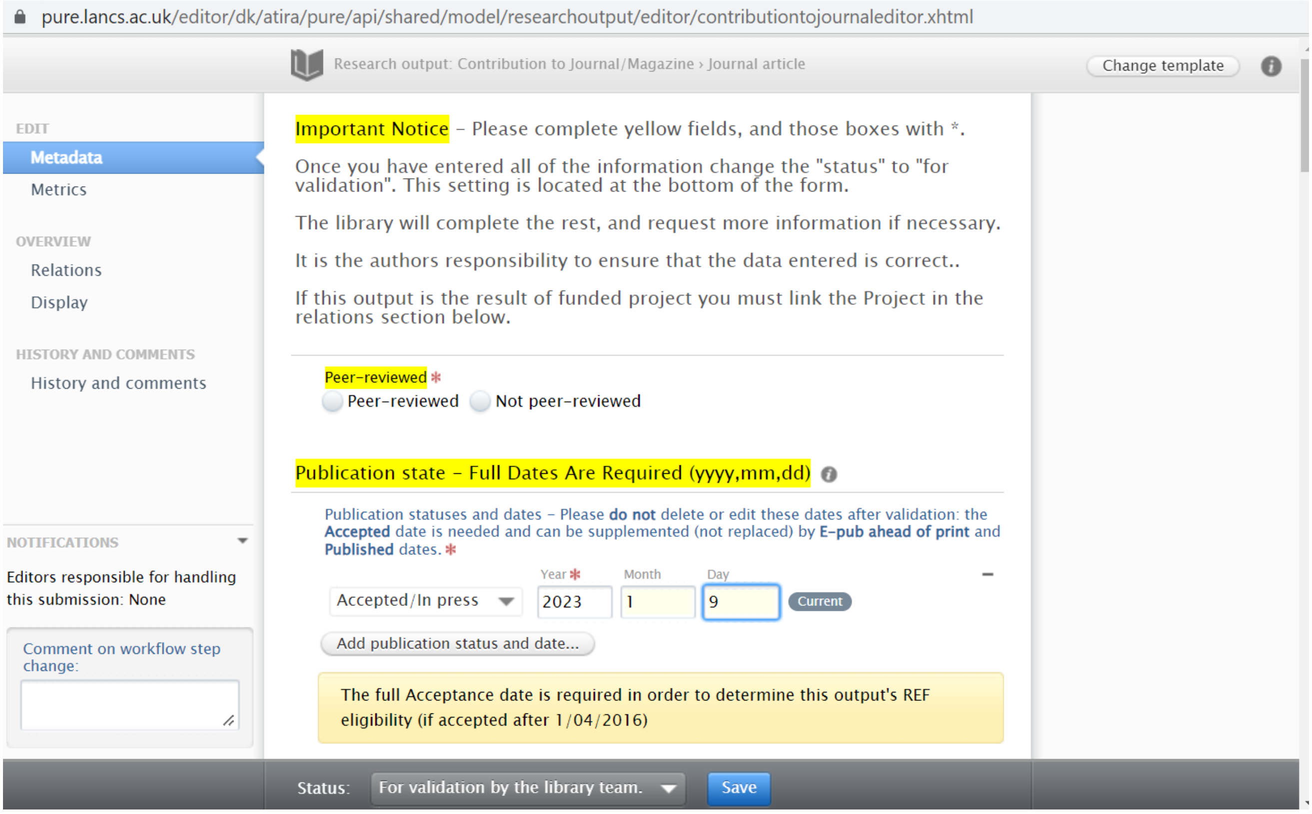
Templates can be chosen by clicking on either 'Research output' on the left of the screen or 'Add new' on the right of the screen.

Select the correct template.



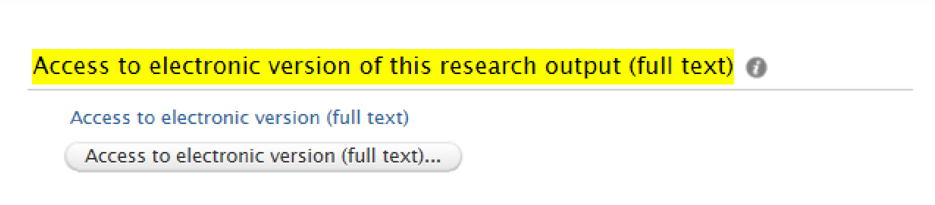
1. You will need to add the acceptance date by changing the drop-down menu in 'Publication State'. If you are UKRI funded you also need to add the submission date. The library will add further publication dates (early on-line, published) as they become available.

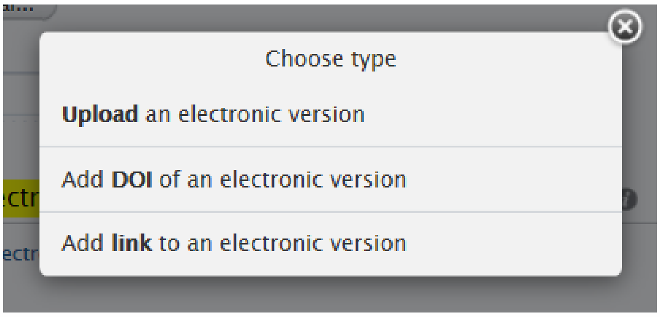
   Further guidance can be found by clicking on the information button throughout the Pure templates.



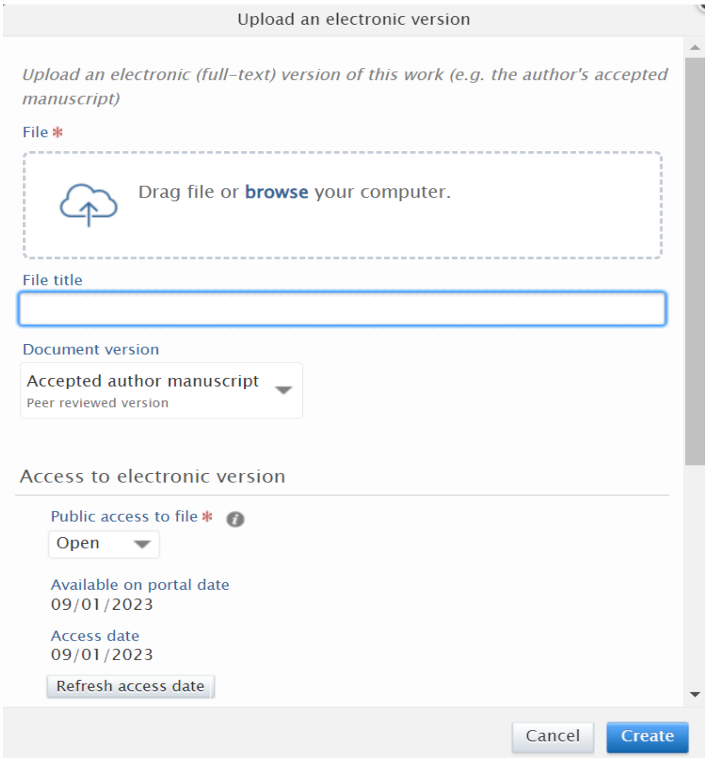
2. You only need to **add yourself** as an author when manually adding publications to Pure. The library will add all other authors during the validation process. Please make sure the record is affiliated to your departmental affiliation in the Managing Organisational Unit section.
3. You will need to add the journal in which the publication has been accepted. Please ensure the journal name is written in full and is not abbreviated.

4. For journal articles and conference papers, In the 'Access to electronic version section', you need to upload the Author Accepted Manuscript (AAM) in line with Open Access guidelines (if the article is gold open access the AAM is not required).





Please only upload the final accepted version (also know as postprint) and label the Document Version as 'Accepted author manuscript'.



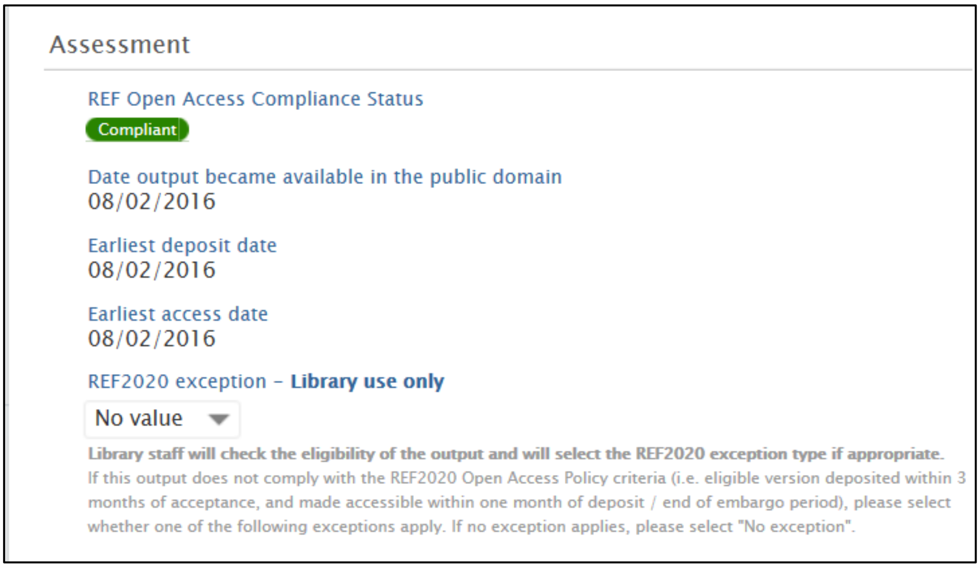
A licence must be selected (use CC-BY or CC BY-NC depending on your funder's requirements) but this will be checked during the validation process.

Please <u>do not</u> upload the publisher's version of the manuscript as this is usually not allowed by the publisher and will be removed.

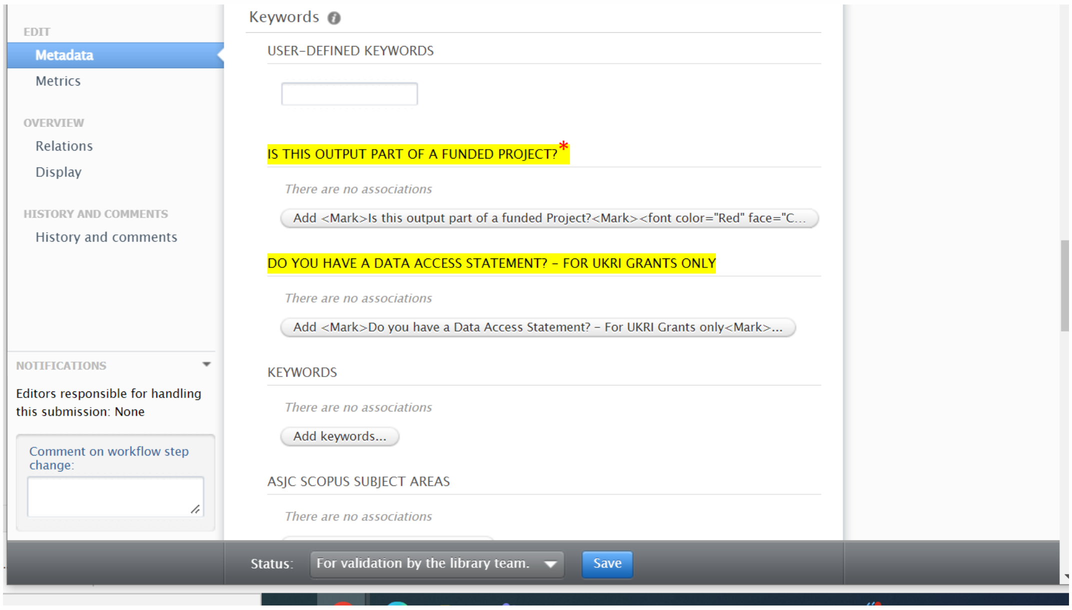
Select ‘Open’ from the dropdown menu under ‘Public access to file’. The library will apply an embargo if this is required by the publisher and allowed by the funder. (Once an embargo has ended the document will automatically be visible.)

Once you have added your document and licence you will need to click the create button to save the document.

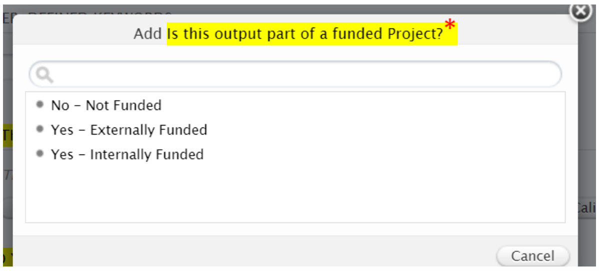
5. Please ignore the Assessment section – this monitors REF compliance and is for library use only.



6. The Open Access policy also means you need to relate your publication to a project. Under Keywords complete the section ‘Is this output part of a funded project?’.

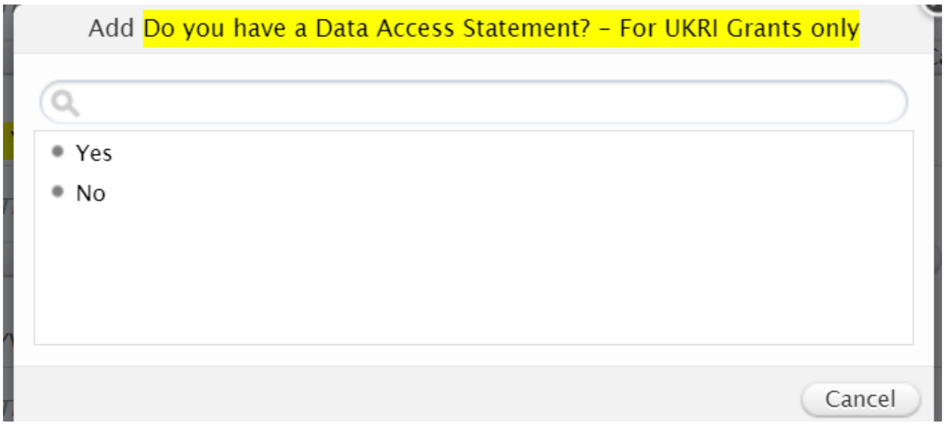


Click on Add and three options appear:

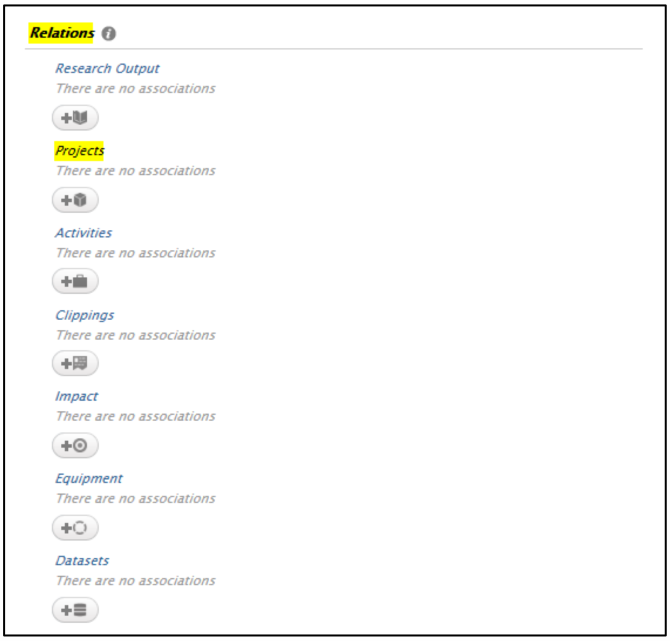


If the answer is 'Yes' you will also need to complete the Projects field under 'Relations' (see step 8).

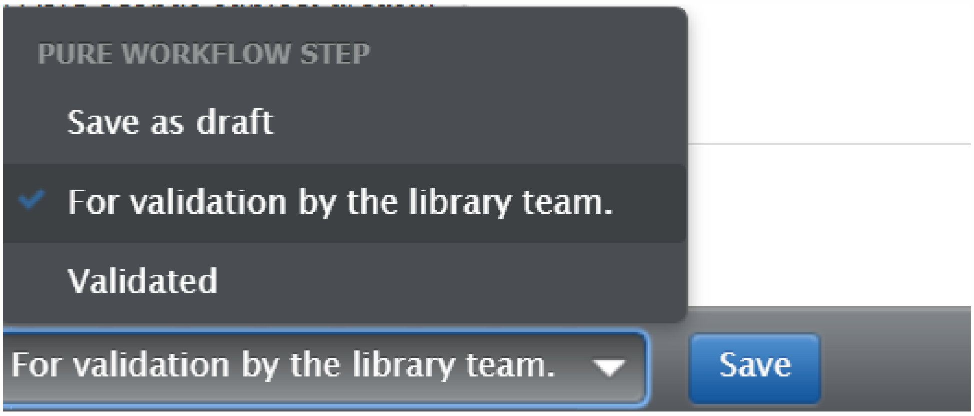
7. If you are UKRI funded then also complete the section 'Do you have a data access statement?'. Click on 'Add' and select the relevant answer:



8. If your output is part of a funded project then add the appropriate project in the 'Relations' field.



7. The publication should be viewable on the research portal so “Visibility” will be set to ‘Public – No restrictions’.
8. At the bottom of the record mark the record as ‘For validation by the library team’ and don’t forget to click **Save**! This will alert the library who will ensure all the correct information is present on the research output and validate the publication. **Please note** that the Library requires 4 essential pieces of information: Acceptance Date, Submission Date (if UKRI funded), Author Accepted Manuscript (for journal articles and conference papers) and Project Code (for funded outputs). If **any** of these are missing the record cannot be validated and this will slow down the validation process as the library will need to follow up with the author. Once validated the record will appear in the Research Directory, and on departmental pages shortly after.



9. Other content can be added in the same way as above. Simply choose the correct type of research output or other content using the “add new” button and fill in the fields. Any with an * or yellow highlighted areas must be filled in before the record can be saved.